

Formal Presentation of the Extended Essay

I. Format Guidelines

- A. Use a serif font (Times New Roman or Tahoma are examples) because it is more readable than san-serif.
- B. Text should be 12 point
- C. Double space all text
- D. Indent paragraphs
- E. Use appropriate margins on all sides (1" all around, acceptable format on first page is 2" top margin)
- F. Use consistent pagination throughout—either in running header or centered at bottom (footer)
- G. Use consistent citation format such as MLA. (in-text cites and works cited page)

II. Parts of the Extended Essay (in this exact order:)

A. Title page

- 1. Title centered on page & Research question below it
- 2. Student name
- 3. Candidate number
- 4. Date of IB Exams
- 5. Category
- 6. Advisor's Name
- 7. Word Count

B. Abstract

C. Table of Contents

D. Introduction

E. Body of Paper

F. Conclusion

G. Works Cited

III. Points to Consider

- A. Have you followed the guidelines for your subject? Are you sure your research question is acceptable within the guidelines?
- B. Have you closely examined the scoring rubric to see if you have met the criteria for the maximum number of points?
- C. Does your works cited page include all of your in-text citations?
- D. Have you supported your argument with reputable & academic research?
- E. Make the main points of your argument bolded subheadings in your paper
- F. **Research question is bolded and in the following 4 places: title page, abstract, introduction and conclusion**